



## DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AIR FORCE SPACE COMMAND

01 OCT 1998

### MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFSPC/LGCP  
150 Vandenberg St Ste 1105  
Peterson AFB CO 80914-4350

SUBJECT: INFO.LTR 99-02, AFSPC Policy on Recognition and Awards for Contractors

1. This information letter, INFO.LTR 99-02, is guidance in nature for all AFSPC contracting offices and is issued under the Special Publication System, AFSPCI 64-101, for Specialized Contracting Publications.
2. This INFO.LTR replaces INFO.LTR 96-02.
3. Contractors may be considered for recognition and awards under certain circumstances.
4. The main risks and pitfalls associated with contractor recognition or award programs appear to occur in two areas. First, a governmental contractor recognition program can be construed as an involvement in the management or supervision prerogatives of the contractor. Such direct management involvement is a violation of statutes prohibiting personal services contracting. Secondly, a governmental contractor recognition program can present and foster contract administration problems such as a violation of "one face to the contractor." This may establish the potential for future protests or claims and create difficulties in the enforcement of contractual remedies against award winners. Any contractor recognition program should minimize and mitigate such risks and pitfalls.
5. Notwithstanding the above, awards to contractors such as "Best Food Service Contractor in the Command" or "Best Supply Contractor in the Air Force" are still not sanctioned for contractors. The rationale being that such awards present the most severe risks in contract administration. Also not encouraged are awards to contractor employees made directly by the government since these pose greater risks of personal services contracting and potential liability problems. However, such individual awards may be appropriate if selected and nominated to the Government by the contractor's awards program.

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6. Not all awards emphasize the specific performance of a contractor or employee. Awards that recognize a function performed by the contractor have minimal risk. Examples are the Hennessy Award or the Air Force Supply Effectiveness Award. These awards are based on the performance of an entire functional area rather than the specific performance of a contractor. This slight shift in emphasis should reduce the foreseeable problems while still providing our customers the flexibility to recognize the contributions contractors make in accomplishing the mission. Also, involving minimal risk are physical competitions where contractors make up a portion of the team from a particular wing or squadron, such as a Command Top Flight competition. This type of recognition is proper in that it recognizes the function performed by the contractor. If an award is based on performance in a functional area, contractors may be considered in the competition for higher level award, including those above the Command level.

7. If you have questions, contact Maj. Jernigan, HQ AFSPC/LGCP, DSN 692-5307.



ERIC M. HODGES, Lt Col, USAF  
Chief, Policy/Clearance Branch

cc:  
AFSPC/IGI  
N-SPJ4P

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